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From: Hebert, Suzana (EHS)
Sent: Monday, July 11, 2011 1:30 PM
To: Allen, Dorothy (DPH); Amaral, AnnMarie (DPH); Anderson, Darryen (DPH); Asamoah, Obiri (DPH); Bain, Ian (DPH); Beacham, Karyn (DPH); Beck, Ann (DPH); Bonavita, Julia (DPH); Borne, Alan (DPH); Borne, Deborah (DPH); Calvagna, Patricia (DPH); Cambria, Marguerite (DPH); Carson, Susan (MED); Casaletto, Linda (DPH); Cavallari, Edward (DPH); Chadorowsky, Joe (DPH); Chu, Irene (DPH); Cleghorn, Maria (DPH); Clemons, Cyndi (DPH); Cochran, Jennifer (DPH); Conley, Diane (DPH); Consolo, Carolyn (DPH); Conz, Carol (DPH); Daley, Barbara (DPH); Danforth, Deborah (DPH); Davis, Pam (DPH); Day, Emile (DPH); Delgado, Marie (DPH); DiMartino, Paulette (DPH); Dinkins, Debra (DPH); Ditocco, Jill (DPH); Dooley, Jacqueline (DPH); Dorsey, Shirley (DPH); Drinkwater, Justine (DPH); Dyer, Sharon (DPH); Ferreira, Lisa (MED); Gangemi, Mary-Ann (DPH); Greenidge, Althea (DPH); Hanchett, James (DPH); Hankerson, Jacqueline (DPH); Hawthorne, Dean D (DPH); Hillery, Veronica (DPH); Hilton, Joyce (DPH); Jose, Maricel (DPH); Keddie, Andrea (DPH); Kurtis, Gerald (DPH); Lafontant, Latania (DPH); Lancto, Denise (DPH); Lynn, Joanne (DPH); McCollem, Tom (DPH); McCue, Terry (DPH); McGeown, Catherine (DPH); McLaughlin, Maryellen (DPH); McSheffery, Christina (DPH); Mendes, Marjorie (DPH); Muzhuthett, Paul (DPH); Nguyen, Elizabeth (DPH); O'Brien, Elisabeth (DPH); OConnell, Kathy (DPH); OConnor, Ron (DPH); Penrose, Kate (DPH); Prendergast, Tom (DPH); Purtell, Joe (DPH); Rao, Shyamala (DPH); Reeves, Vickie (DPH); Riley, Margaret (DPH); Sadowski, Jennifer (MED); Salem, Sharon (DPH); Saunders, Della (DPH); Saunders, Donna (EHS); Scimone, Christina (DPH); Sheils, Alanna (DPH); Small, Linda (DPH); Stanton, Louann (DPH); Sullivan, Julie (DPH); Tessier, Susan (DPH); Thermo, Marjorie (DPH); Tyson, Julie (DPH); Walker, Patricia (DPH); Che-Wu, Kaye (DMH); Desai, Jyoti (DMH); Gelormini, Angelamaria (DMH); Hanley, Susan (DMH); Harrison, Deborah (DMH); Medugno, Roseann (DMH); Morganelli, Dianne (DMH); Touadjine, Melissa (DMH); Tran, Hanh (DMH); Wharen, Victoria (DMH); Berolini, Mike (HCF); LeBlanc, Bobbi (HCF); Romelus, Dova (HCF)
Cc: Chan-Lee, Yuen Fei (EHS); Cho, Shu Lain (EHS); Leung, Maria (EHS); Webb, Letha (EHS); Zeng, Ashley (EHS)
Subject: Early Time Logs Needed Wednesday, July 13th

Hi Everyone,

We need to have time logs early this week, Wednesday, July 13ththe Human Resources Office is moving this Friday to the 7th floor....we will still be here at 600 Washington but were going from the 2nd to 7th. The whole HR operation needs to pack and move and were in 2nd week of the payroll ending July 16th so it leaves us no choice but to ask for early logs/

Please have your time logs to us by 12 noon this Wednesday.

We will communicate with you next week if any of are phone numbers are changing.

Thanks for your understanding
Central Office Payroll Unit ☺